

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTION SERVICES**

**Policy
No. B.8.5**

29 August 2003

**CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS
Inmate Related Services
Inmate Organizations**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **PURPOSE:** To establish the Secretary's policy regarding inmate organizations and their sponsors.
3. **APPLICABILITY:** Undersecretary, Assistant Secretaries and all Wardens.
4. **DEFINITION:**

Inmate - refers to anyone committed to the custody or supervision of the Department (whether as an adult or juvenile in this context).
5. **POLICY:** Recognizing that sanctioned inmate organizations can be a valuable tool in the treatment process, it is the Secretary's policy that the following procedures be established to ensure the proper relationship between inmate organizations, institutional administration and Headquarters.
6. **PROCEDURES:**
 - A. Organizations
 - 1) All inmate organizations must be rehabilitative in nature and have an approved sponsor.
 - 2) All inmate organizations must be approved by the Warden. In seeking approval, each organization must tender with their declaration of intent a copy of their constitution and by-laws, and a resume' of the organization's general purpose, philosophy, and objectives.
 - 3) Inmate organizations must serve a representative segment of the general population having common interests and problems and shall not be used as a vehicle for promoting the self interests of an inmate or select group of inmates in any manner.
 - 4) Inmate organizations shall be structured in such a manner as to preclude placement of an inmate in a position of authority wherein deference is paid him by either inmates or employees.

- 5) Inmate organization correspondence shall be governed by the following requirements:
 - a. Correspondence to all parties by an inmate writing on behalf of an inmate organization shall be read and initialed by the organization sponsor before mailing. All correspondence shall be channeled through the organization sponsor. If the organization sponsor determines that the correspondence is not appropriate, the sponsor shall notify the inmate organization in writing of his decision as well as the reason(s) for the decision. Examples include false or misleading statements, requests for funds or supplies, or the undertaking of activities not within the scope of the organization's purpose or in violation of institutional rules. If the inmate organization does not agree with the decision of the sponsor, the inmate organization may appeal the decision through the Administrative Remedy Procedure.
 - b. All correspondence to the organization shall be directed to the sponsor for his review and dissemination to the organization.
 - c. Appropriate disciplinary action may be taken against any organization or organization member who violates the foregoing requirements for inmate organization correspondence.
- 6) No inmate will be assigned, elected, or appointed to duty as an officer or administrator of an inmate organization if said assignment interferes with the inmate's regular duties or work assignments. Inmate officers and board members must be approved by the Warden or designee prior to assuming office.
- 7) Wardens will ensure that procedures are established and enforced that will preclude an inmate or group of inmates from monopolizing and/or exercising undue control over multiple organizations.
- 8) The Warden or designee may suspend the activities of an inmate organization pending the investigation of activities not within the scope of the organization's purpose or in violation of institutional rules, department regulations, or the laws of this State. Such suspension shall not exceed three months. At the end of the suspension period, the Warden shall submit a written report to the appropriate Assistant Secretary with a recommendation concerning the disciplinary action to be taken against the organization. Any disciplinary action imposed shall be appealable on behalf of the organization through the Administrative Remedy Procedure.

B. Sponsors

- 1) Sponsors will be Department employees and shall be selected by the Warden or designee. Employees assigned to a sponsor/advisor position must be cognizant that such an assignment is an additional and secondary duty. Their primary obligation and responsibility is to the Department.
- 2) Sponsors are to interpret the policies of the Department and rules of the institution for the organization and shall coordinate the activities of the organization to the extent that the organization may best serve its members and the overall Department objectives.
- 3) Sponsors shall be responsible for actions of the organizations which are taken with the sponsor's written approval.
- 4) As sponsors, employees will represent the organization as a collective body. They will not use their position to represent the interest of an individual inmate in any procedure which could alter or affect the inmate's status. (Any action which could conceivably alter or affect an inmate's status will be tendered in a professional capacity as an employee of the Department and not as a sponsor.)

Exception: Sponsors may submit reports of organization participation by an inmate if requested to do so by the classification division of the institution.

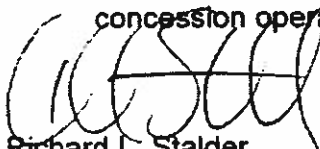
- 5) Sponsors are prohibited from becoming free-world messengers for inmate organizations. They may not enter into unauthorized transactions with inmates. (See Employee Disciplinary Rule #14.)
- 6) It is not permissible for a sponsor to be presented with a token of appreciation from the inmate organizations other than a certificate or plaque. Prior to the purchase, approval must be given by the Warden. Sponsors and other invited employees may attend and participate in organizational functions.

7. FINANCES:

- A. Accounting for inmate organizations shall be in strict compliance with state accounting procedures. There shall only be one checking account for all inmate organizations at each institution. Individual organization fund balances shall be maintained by appropriate accounting records.

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- B. Organizations shall submit an annual budget to the Warden or designee for approval. Financial statements for each organization must be submitted to the Administrative Director no later than the 15th day of each month following the close of business. The Administrative Director must approve the statements and distribute them to the club presidents and sponsors no later than the 25th of the same month. Quarterly financial statements shall be prepared and submitted to Headquarters Accounting no later than the 15th day following the end of the quarter.
 - C. Organizations that have been inactive for 12 months shall be disbanded and the fund balance transferred to the Inmate Welfare Fund.
8. **CONCESSIONS:** Concession operations must be approved by the Warden and are not allowed to compete with Canteen operations. The sale of cigarettes in concession operations is strictly prohibited.



Richard L. Stalder
Secretary

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This regulation supersedes Department Regulation No. B-08-006 dated 09 May 1994.